# Position Description Full Time AmeriCorps Member Milltown State Park, Missoula



Term of service: January 14, 2013 – November 15, 2013

**Service schedule:** Member will serve a minimum of 1,715 hours over a 44 week term, averaging 41 hours per week with 80 hours of holiday, vacation or sick time

## **Position Summary:**

With a grand opening slated for 2014, Milltown State Park will feature more than 500 acres of river bottom and uplands at the newly restored confluence of the Clark Fork and Blackfoot Rivers. Interpretive efforts will explore the rich natural and cultural history of the area. Among the many stories from the deep past are the Glacial Lake Missoula floods that shaped the landscape thousands of years ago. The Salish and Pend d' Oreille know the confluence as the place of big bull trout and consider it an ancestral homeland. In 19th century history, Meriwether Lewis made a Fourth of July passage through the confluence and decades later the Mullan Expedition spent a harsh winter there. Beginning in the 1880s, the rivers were dammed to produce power for the mills and communities but at great consequence. The hopeful story of the Milltown Dam removal and rivers' return offers an opportunity to explore America's changing relationship to the land as well as the benefits that river restoration yields for Montana's families and communities.

At Milltown, the Montana State Parks AmeriCorps member will help preserve the place and tell its stories by building the capacity of the park and its partners. The AmeriCorps member will implement programs that improve parklands, expand our educational and interpretive programs, increase our corps of volunteers and enhance our outreach to the local community. Prospective members would benefit from strong research, writing and editing skills, an ease with engaging the public, and an outdoor orientation.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*





# **Specific Position Responsibilities:**

### Improve parkland

- Organize volunteer resource management projects, including National Trails Day and National Public Lands Day
- Participate in resource management tasks

# Expand educational and interpretive programs

- Facilitate development of an interpretive plan
- Research interpretive topics
- Write and edit draft interpretive content
- Develop and lead interpretive programs
- Evaluate visitor experience of interpretive materials
- Develop school programs
- Provide technical assistance to partner organizations involved in interpretation

### Increase volunteer capacity

- Provide capacity building assistance to a new park friends group
- Organize volunteer events involving resource management and interpretation

### Enhance outreach and awareness of state parks

- Utilize social media to encourage and sustain participation in park activities
- Conduct targeted outreach to community, civic, school and youth groups
- Perform other AmeriCorps-related duties, as assigned

### **Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people; research, writing and editing skills are desirable
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency; experience with social media and web content management systems such as Joomla is desirable
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

### **Benefits:**

- Living allowance of \$12,100 over 44 week term of service
- An AmeriCorps Education Award of \$5,550 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks
- \* Volunteers support the management and operation of Montana State Parks. They do not take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations.
- \*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, the poor, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

# **Applicant Certification**

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position

| Member Name      |          |  |
|------------------|----------|--|
|                  |          |  |
| Member Signature | <br>Date |  |